

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

SECRETARY FOR RESOURCES
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



Employee Name	CHRISMAN, MIKE
Expense Dates	04/03/09-04/03/09
Total Expense Amount	38.00
Amount Due Employee	38.00
Form ID	TEA000431306

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 04/03	Taxi Fare	23.00	
2) 04/03	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 04/03/09-04/03/09
Report Name CA Climate Action Registry Conference

Request Total \$ 38.00
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 38.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CCAR	38.00

NOTE: (d)=Direct Charge

DATE	Fri Apr 3									TOTAL
Taxi Fare	23.00									23.00
Parking, Auto	15.00									15.00
TOTALS \$	38.00									38.00

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Employee Name	CHRISMAN, MIKE
Expense Dates	04/06/09-04/07/09
Total Expense Amount	163.50
Amount Due Employee	163.50
Form ID	TEA000431221

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/06	Lodging	94.50	
2)	04/07	Parking, Auto	29.00	

2. Forward Transmittal Sheet and attached documentation through your approval process.

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 04/06/09-04/07/09
Report Name Feinstein Desert Energy Tour

Request Total \$ 163.50
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 163.50

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Desert Tour	163.50

NOTE: (d)=Direct Charge

DATE	Mon Apr 6	Tue Apr 7								TOTAL
Lodging	94.50									94.50
Breakfast		6.00								6.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
Parking, Auto		29.00								29.00
TOTALS \$	94.50	69.00								163.50

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Employee Name	CHRISMAN, MIKE
Expense Dates	04/14/09-04/14/09
Total Expense Amount	344.20
Amount Due Employee	15.00
Form ID	TEA000434400

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 04/14	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 04/14/09-04/14/09
Report Name Border Relations Council

Request Total \$ 344.20
Direct Charge Total - 329.20
Travel Advances - 0.00
Net Due Employee = 15.00

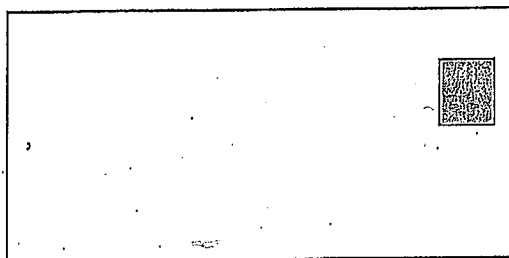
Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Border Council	344.20

NOTE: (d)=Direct Charge

DATE	Tue Apr 14									TOTAL
Parking, Auto	15.00									15.00
Commercial Air Fare (d)	329.20									329.20
TOTALS \$	344.20									344.20

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To



Employee Name CHRISMAN, MIKE
Expense Dates 04/15/09-04/16/09
Total Expense Amount 226.38
Amount Due Employee 226.38
Form ID TEA000434418

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/15	Lodging	161.80	
2)	04/15	Bridge Tolls	5.00	
3)	04/16	Parking, Auto	53.58	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 04/15/09-04/16/09
Report Name OCS Hearing, San Francisco

Request Total \$ 226.38
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 226.38

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	OCS Hearing	226.38

NOTE: (d)=Direct Charge

DATE	Wed Apr 15	Thu Apr 16								TOTAL
Lodging	161.80									161.80
Bridge Tolls	5.00									5.00
Breakfast		6.00								6.00
Parking, Auto		53.58								53.58
TOTALS \$	166.80	59.58								226.38